Name of the Applicant

Address of the Applicant

Date

Name of the Supervisor

Designation

Address of the Company/Organization

Ref: Application for (type of) Leave

Dear Mr. /Ms. (Last Name),

First Paragraph: Mention the reason for the application of leave. Specify the days and dates that you wish to seek leave.  Give a valid reason for your requirement of leave.

Second Paragraph:  If it is a long leave, mention how the work/projects/deadlines will be completed in your absence.

Final Paragraph:  Remember to mention where your contact details have been given, e.g. HR department, your team etc.

At the very end, make sure to mention that you are awaiting the sanction of the leave.

(Thanking You)

(Sincerely)

(Name of Applicant)